


DTS Limited

New Traveler's Log on

Log-in for New Users. (DTA must first enter traveler into DTS-Limited)

Double-click on  DTS-Limited Icon. Click on [Doc Prep](#).

Read DOD Warning & click [YES](#) to acknowledge understanding. Read Privacy Act & click [YES](#) to acknowledge understanding.

Enter **First Initial and Last name** of user (**limited to eight letters**) and Enter **newtrav1** as user password.

Click [OK](#) (**new user password warning screen appears**) to establish new password. Click [OK](#). Type in your new **Password** (**must be 8 or more characters with 1 or more numerals**). Retype your new **Password**. Click [OK](#).


Electronic Signature screen appears (**note: this authenticates your identity to the approving and certifying officials and serves as your official signature on future Authorizations and Vouchers**). Click [OK](#).

Type in your new **Signature PIN** (**your user log-in password is recommended**).

Retype your new **Signature PIN**. Click [OK](#).

DTS-Limited Travel Manager-Doc Prep screen appears.

From **File** Menu, select **New** and click on **Authorization**. Confirm **SSN** is correct (type in SSN, if missing).


Click on  Traveler Icon. (The user will now complete specific fields of the user profile. This new information, along with existing fields already entered by the DTA will make up the users "Traveler Profile").

Confirm **Last** name, **First** name, **MI**, & **Gender** information is correct.

Enter your Home **Mailing**, **City**, **State**, **Zip** & Residence **City**, **State**.

Enter Emergency Contact **Name** & **Phone** Number.

Enter your Official **Email** Address (if any).

Click on  Duty Station Icon in lower left corner of Traveler Information screen.

Type in your **Present Duty Station** & Confirm **Agency** is correct (ie.. ARMY, NAVY, AIR FORCE, OR MARINES. Contact your DTA if changes in agency is required).

Enter your **Unit** (**Limited to eight characters**).

Confirm **Title/Rank**.

Civilians must enter # of Work **Hours**. (**Military should disregard this field**).

Enter **Duty Station Location** **Address**, **City**, **State**, **Zip**, **Phone** & **Fax**.

Click [OK](#) to return to Update Traveler Information screen.

Click on  Traveler Preferences Icon.

Click  in the **Terminal** field, click [FIND](#), type in your departure city, click [OK](#), Highlight correct airport and click [SELECT](#).

Click [OK](#) to return to Update Traveler Information screen. Click [OK](#) to exit the Traveler Information screen. Click [YES](#) to make changes a part of your **Permanent Traveler Profile** and return to Authorization screen

If you are ready to create a new travel Authorization, go to the DTS-Limited Traveler Guide for step-by-step Instructions provided to you by your DTA before proceeding any further on this authorization screen. If you **do not** need to complete a travel authorization and you are finished using **DTS-Limited**, select **File** & click **Exit** from the top menu bar. The save screen appears, click [NO](#) to delete this authorization. User Preference screen appears, click [OK](#), click on **Exit** to leave the **DTS-Limited** System.

Congratulations! You are now ready to begin entering data to complete a Travel Authorization.